

ER 3-8654

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Request for T/O Change, Contact Division, DA.

REFERENCE: (Attached as Tabs)

- Tab 1 - Memorandum from Assistant Director for Operations, dated 2 March 1953.
- Tab 2 - Memorandum from Management Officer, dated 25 March 1953.
- Tab 3 - Memorandum from Comptroller, dated 5 February 1953.

1. Tab 1 is a proposal for realignment of responsibilities within the Contact Division, Office of Operations, providing for a regrouping of the functions of that Division in accordance with the two major elements of its mission; namely, collection of foreign intelligence information and operational support. The realignment consolidates functional responsibilities formerly dispersed among three "Special Assistant" positions in the Office of the Chief under two key positions, a Deputy for Collection and a Deputy for Support. It also serves to clarify considerably the lines of command within the Division, since it will formalize the T/O arrangement to reflect staff and line relationships more clearly than the existing T/O, which tends to group key staff and line positions in the Office of the Chief, without delineation of their relationships to subordinate echelons.

2. The proposal also includes the establishment of two new staff units under the Deputy for Collection: (1) Intelligence and Source Analysis Staff, which will provide for continuing review of the Division collection effort; and (2) Graphics, Maps and Publications Procurement Staff, which will serve as a central point to handle and process all printed material collected by the Division.

3. All changes involved in this proposal are to be made without change in total positions or ceiling.

4. Tab 2 is the concurrence of the Organization and Methods Service, which advised and assisted in the development of the proposal and considers the proposed organization to represent a marked improvement in the present organization and structure of the Contact Division.

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Security Information

5. Tab 3 conveys the concurrence of the Comptroller, who states that sufficient funds are available to cover the reorganization, but that if additional changes throughout the Agency reach sufficient proportions financially to require a release of the contingency funds from the Budget Bureau, it may be necessary to use this reorganization project as partial justification.

6. This Office has reviewed the classification changes involved in the proposal and concurs in the requested grades. No problems in space or supply are involved.

7. It is recommended that the proposal be approved.

25X1A


Assistant Director (Personnel)

3 Attachments
As stated

Action by Approving Authority

Date _____
T/O & Ceiling Approved (Disapproved).
Exceptions, if any

15/L. K. White
Asst. Deputy Director
(Administration)

CND/ECH/fm

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ORIGINAL DOCUMENT MISSING PAGE(S):

missing 3 attachment tab 1, 2, 3